

iafor

THE INTERNATIONAL ACADEMIC FORUM
international | intercultural | interdisciplinary

Guidelines for the Session Chair (Onsite)

Introductions:

- It is recommended that presenters and the chair meet during the break before the session in the assigned room to introduce themselves.
- The chair introduces the session and the individual presenters, this may include affiliations, country, or main research interests.
- Introductions should last no longer than one minute for each delegate.
- Session information sheets as well as certificates are found in the session chair pack.

Session structure and timekeeping:

- The chair is responsible for ensuring that presenters adhere to their time limit of **25 minutes**. Chairs will notify the presenter with a **YELLOW CARD** for 5 minutes left and a **RED CARD** when time is up.
- Please follow the order in the programme, and if for any reason a presenter fails to show, keep to the original time slots as delegates use the programme to plan their attendance.
- The chair clears the room promptly to make way for the next session.

Presentation certificates:

- Session chairs are asked to pass out certificates, which will be provided, to presenters at the end of the session.
- If there are any errors on a presenter's certificate, please have them come to the registration desk.
- If a presenter does not show, please give their certificate to a staff member, volunteer, or bring it to the registration desk.

Thank you and enjoy your session!